1. From your home screen, tap Settings.
2. Tap the Accounts icon and Add Account.
3. If presented with an account type option, select Exchange Account, Microsoft Exchange, or Corporate (otherwise skip this step). If presented with a security Certificate error, tap next.
4. Enter your full email address, for example {username@domain}.
5. Select Exchange account (if applicable).
6. Enter your password, and then tap Next.
7. Type your username as HEALTH\{username}.
8. Ensure the server field reads HSCLink.health.unm.edu
After your device verifies server settings, Account Options display. Available options depend on the version of Android.
9. Activate Device Administrator, select Activate. Please note that the following remote security administration message (or something similar) will appear. You must click OK in order to get email access on your mobile device.
10. Type a name for this account.
11. Tap Done to complete the email setup and start using your account.